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ABSTRACT

This progress report delineates activities completed during the first year of a federally funded project to catalog and preserve the Charles Coffin Collection, located in the Tusculum College Library at Greeneville, Tennessee. The Coffin Collection is described as the nearly intact original library of Greeneville College, which was a frontier college established in 1794 and Tusculum's antecessor. The number of volumes in the collection is noted as approximately 2,000. Project activities from June 1, 1981, to June 30, 1982, are described in the areas of descriptive cataloging, indexing, identification of rare items, book conservation and preservation, and participation in the Eighteenth-Century Short-Title Catalogue/North America. The impact of membership in OCLC on the project and plans to publish a short-title catalog of the Coffin Collection are reported. Three appendices comprise the resume of the assistant project director; a letter outlining the cataloging agreement between OCLC and Tusculum College Library; and a press release announcing funding of the project and the proposed collection catalog, along with a list of press release recipients. (ESR)

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Grant Number RC-20102-81-1744

ED225575

Tusculum College

Intellectual and Bibliographical Access

to

The Original Library Collection,

1794 - 1827.

Year One Report

June 1, 1981 - June 30, 1982

Submitted by

Clec Treadway
Project Director

Lee McDavid
Assistant Project Director

Tusculum College

Greeneville, Tennessee

IR050057

Introduction

Tusculum College: Intellectual and Bibliographical Access to the Original Library Collection, 1794-1827 is a project designed to provide control in these two areas of the approximately 2,000 volumes of the original library of our antecessor institution, Greeneville College. This collection is known as the Charles Coffin Collection, from the second president of Greeneville College, who was primarily responsible for its acquisition. A nearly intact library of this size from a post-revolutionary frontier college is a unique survival.

Although the grant period as listed in the Grant Notification Award runs from June 1, 1981, the award was not actually made until July 9, 1981, and advertising for the position of assistant project director did not begin until the following month. Miss Lee McDavid was hired and took up her duties on November 2, 1981. (See resume', Appendix I). At this time, Project Director Cleo Treadway oriented Miss McDavid to her responsibilities and to the library's procedures.

Report of Activities

The grant application for this project specifies four areas under Plan of Work on pages 8-10. They are Descriptive Cataloging; Indexing; Identification of Rare Items; and Conservation. The Conservation category includes necessary renovation to the present rare book area. An additional objective is specified on page 7 of the grant application, as number 7 of Purpose and Goals. This is the addition to the Eighteenth-Century Short-Title Catalogue/ North America of imprints from the Charles Coffin Collection which fit that project's parameters. Each area or objective will be considered below as a separate category.

Descriptive Cataloging

By descriptive cataloging, we understand the complete transcription of each title page, with line endings indicated by slashes, and indication of ornamentation and printers' devices. This variety of cataloging also includes a format statement, collation and descriptive notes where necessary. A small group of invaluable, highly-skilled volunteers began this process in 1973 and had reached, with additional cataloging by the assistant director, shelf number 1866 by June 1982, not all of which came from the Coffin Collection. (During many years in storage, the Coffin books had become mixed with an assortment of discards and withdrawals from the latter years of the college library). Because the remaining Coffin Collection books have now been segregated from the non-Coffin books, all volumes cataloged after shelf

number 1690 are either known to be from the Charles Coffin Collection, or may be reasonably assumed to be. (It is not possible to be certain in all cases. Coffin Collection Books are identified by a handwritten inscription which Dr. Coffin placed in all books which were part of the library during his term of office. This inscription is normally on the inside of the front cover. As this cover is missing in some instances, the book can not be certainly identified as part of the Coffin Collection).

Approximately 350 books remain to be cataloged descriptively, about 250 of which are in Latin. Transcription of the Latin title pages has been completed by the assistant director, Lee McDavid. This will speed up the process for the Latin books, since cataloging volunteers will need only to provide format, collation, and necessary notes for books in Latin. From the cataloger's handwritten copy, a typist transfers the information onto 5" by 8" cards which serve as the master record for the book. Tusculum's special added entries for imprint, provenance and autographs are then indicated, and the cards filed by the assistant director.

Originally we anticipated manual short-title cataloging based on the descriptive cataloging. However, in the spring of 1982, Tusculum joined OCLC through a membership in SOLINET, and in doing so was able to make a special arrangement with OCLC whereby OCLC's cataloging services department is cataloging the Charles Coffin Collection directly into their on-line union catalog, in a short-title format. OCLC will also produce catalog cards for us. Tusculum's duties in this arrangement are to forward photocopies of our descriptive cataloging for the Charles Coffin Collection

with indicated special added entries, and to search A Catalog of Books Represented by Library of Congress Printed Cards Issued to July 31, 1942, (usually called the pre-1942 National Union Catalog), for entries which either match our records, or bear a close enough relationship that they can be edited to match. Such entries from the pre-1942 National Union Catalog, when found, are edited if necessary and forwarded with our records to OCLC. (See letter to Mr. Andrew Wang, Manager, Cataloging Services, OCLC, Appendix II).

This change obviates one of the duties shown for the assistant director on page 9 of grant application. All short-title cataloging for the Coffin Collection is now done by OCLC. The assistant director has, instead, the task of searching the pre-1942 National Union Catalog for matching or related entries and editing them where necessary.

Indexing

As indicated on page 9 of the grant proposal, we originally intended to index the Charles Coffin Collection concurrently with completion of descriptive cataloging, using our special added entries for imprints, provenances and autographs. Since part of the arrangement with OCLC includes production of catalog cards for these added entires, and since there will be a complete set of catalog cards for each record filed in the rare book area catalog, it is no longer necessary for us to do this indexing ourselves. For practical purposes, indexing may be considered to have been combined with cataloging. Retrospective indication of special added entries was completed in February. Thereafter, special added entries have been indicated as the completed descriptive cataloging record returns from the typist.

Identification of Rare Items

This task will be made easier by our newly acquired OCLC membership. The project director and assistant director have agreed that when a matching entry for one of our Coffin items is found in the pre-1942 National Union Catalog with a notation that the title was cataloged for the Library of Congress by an outside institution this would constitute rarity. The descriptive cataloging of items found in this way to be rare are being specially marked. As all records for Coffin Collection books, other than those which have been so badly damaged as to lack of title pages and for which imprint information is therefore unavailable, are being submitted to OCLC for short-title cataloging, this makes identification of rare items less urgent that it was when rarity was to be the criterion for submission of the record. (It should be noted that our descriptive cataloging includes a coded valuation made for us by rare book dealer Maynard Hill in 1973).

Although rarity is a desirable piece of information about a particular book -- and some of our imprints definitely fall into this category -- it should be stressed that rarity is not the reason for the grant to Tusculum for the intellectual control of and access to the collection. The importance of the Charles Coffin Collection lies in its unique provenance. If every one of these volumes, individually, were commonplace, they would still form the only known, substantially intact library from a post-revolutionary college, and that would more than justify our efforts.

Conservation

Conservation advice -- as well as greatly appreciated bibliographic counsel -- was provided to the project by Marcus McCorison, president and librarian of the American Antiquarian Society, who made an on-site visit in December 1981. With his concurrence, we expanded the area of the rare book room by reopening a doorway to an adjacent corridor and incorporating two small former store rooms. An air conditioner was purchased and installed for this newly added area. A supply of the commercial preparation recommended to us by Mr. McCorison for oiling the leather-bound books in the Coffin Collection has been laid in, although the oiling has had to be postponed pending completion of cataloging. Acid free boxes were ordered and a start has been made on placing seriously damaged books in them. (Books considered to be in need of protective cases are those which lack one or both covers. A survey of the Coffin Collection had previously identified these books).

Eighteen-Century Short-Title Catalogue/North America

Participation in the Eighteenth-Century Short-Title Catalogue/North America is now up-to-date. All appropriate records from cataloging completed before the arrival of the assistant director have now been forwarded. New cataloging which fits the project's parameters is submitted as it returns from the typist. When necessary, the assistant director answers queries from the Eighteenth-Century Short-Title Catalogue/North America staff.

Anticipated Product

It is intended, on completion of both varieties of cataloging, to produce and disseminate a short-title catalog of the collection. This catalog is to be based on an OCLC printout, with an introduction by the assistant director. At present, we anticipate completion of this catalog in the fall of 1982. In February 1982 a press release announcing the grant and the project, together with the proposed catalog, was distributed to eighteen institutions, societies or publications in the fields of social, theological or American history, or in the fields of archives and librarianship. (See list and copy of release, Appendix III).

Conclusion

The advent of OCLC changed the outlines of the project for Tusculum College: Intellectual and Bibliographical Access to the Original Library Collection, 1794-1827, but did not materially alter its goals. Descriptive cataloging is nearly completed. Indexing has been combined with OCLC short-title cataloging. Identification of rare items, although desirable, has become less urgent, and is being indicated by coding on cards fitting the definition described above under "Identification of Rare Items." Conservation has had all major structural work accomplished, and a beginning undertaken on preservation measures. All contributions to the Eighteenth-Century Short-Title Catalogue/North America have been kept current. The grant and the proposed catalog have been announced.

In the main, all these activities are on schedule. However, owing to the delay in receiving the grant, the assistant director was hired several months later than originally planned. This has inevitably resulted in a certain amount of delay, and we expect to request a one month extension of the grant, to January 31, 1983. Formal request for this extension will be made in a separate letter.

Appendix I

Lee Horton McDavid ("Lisa")
807 Woodland Dr.
Columbia, S.C. 29205
803-787-4252

Born: October 14, 1949 at Columbia, S.C. Marital Status: Single

Education: M.L.S. University of South Carolina
August 1981
M.A. University of South Carolina
December 1973 (English history)
B.A. Agnes Scott
June 1971 (History major; Art history minor; elective hours predominately in English)

Work History: February 1, 1974 - August 21, 1980
Records Analyst with State Records Survey Division of South Carolina Department of Archives and History. Responsibilities included inventory of state agency records, drafting and legal research for record retention/disposition schedules; negotiation of record retention periods with state agency staffs; sampling record series for archival retention; and managing the State Records Survey Division's reference collection. Left to enter College of Librarianship at University of South Carolina as full-time student.

Languages Read: French and German

Interests: Altar Guild, Trinity Episcopal Cathedral (Columbia, S.C.)
American Library Association
The Gilbert and Sullivan Society (New York Branch)
Self-directed study in relation to my subject background

Appendix II

tusculum college

GREENEVILLE, TENNESSEE 37743

Mr. Andrew Wang
Manager
Cataloging Services
OCLC
6565 Frantz Rd.
Dublin, Ohio 43017

April 13, 1982

Dear Mr. Wang:

We are happy to learn that OCLC can begin soon to catalog our Charles Coffin/ Rare Book Collection. It is our understanding that, in some cases, the maximum cost per record might be as high as $2.75. Average costs will probably be less, as some items will already be in the data base, or will be there in related editions requiring only minimal changes. Two years ago, a random sampling of ten records found four in some form in OCLC. When the first twenty-six records were checked against the pre-1942 NUC, seventeen were in it, seven in differing editions. An example of one of our records which was found in the pre-1942 NUC is enclosed, together with a copy of the NUC entry.

We anticipate that approximately one thousand records will be forwarded to OCLC. This is not the entire Charles Coffin Collection, but some books lack title pages, or alternate information sources, and will not be submitted.

A profile for Tusculum College Library has been submitted to SOLINET, as has an order for the OCLC-MARC Subscription Service.

It is our understanding that a formal contract is probably not necessary, since the project involves only about a thousand volumes. This letter is intended

to serve as an informal indication of our understandings after discussing the project with you.

Finally, I would like to thank you so much for your kind help; I appreciate it very much.

Sincerely,

Cleo Treadway
Director of Library Services
Tusculum College Library
Tusculum College
Greeneville, Tn. 37743

Appendix III

tusculum college

GREENEVILLE, TENNESSEE 37743

Tusculum College has received a National Endowment for the Humanities grant for the cataloging and preservation of the Charles Coffin Book Collection. The collection consists of nearly 2,000 volumes which comprised the college's original library between 1794 and 1827. Tusculum, founded in 1794 as Greenville College, is the oldest college west of the Alleghanies, and is the only post-Revolutionary frontier college to retain its original library substantially intact.

Books were donated to the collection in response to the solicitations of Drs. Hezekiah Balch and Charles Coffin, and came primarily from New England. Dates represented range from the 16th century to the 1820's. The Charles Coffin Collection represents an important source of information on the development of higher education in post-Revolutionary America and the westward spread of culture.

1600 volumes have already been cataloged and indexed by author, title, date and place of publication. A published catalog is planned for late 1982. In the meantime, inquiries are welcomed at the Marion C. Edens Special Collections, Library, Tusculum College, Greeneville, Tn. 37743.

Recipients of Coffin Collection Grant Release

American Historical Review
American Historical Association
400 A Street, S.E.
Washington, D.C. 20003

College and Research Libraries
C&RL News
Association of College and Research Libraries
50 E. Huron Street
Chicago, Illinois 60611

American Theological Library Association Newsletter
American Theological Library Association
Krauth Memorial Library
Lutheran Theological Seminary
7301 Germantown Avenue
Philadelphia, Pennsylvania 19119

ARL Newsletter
Association of Research Libraries
1527 New Hampshire Avenue, N.W.
Washington, D.C. 20036

Bibliographical Society of American Papers
Bibliographical Society of America
P.O. Box 397
Grand Central Station
New York, New York 10017

Historian
Phi Alpha Theta
2812 Livingston Street
Allentown, Pennsylvania

Huntington Library Quarterly
Huntington Library
1151 Oxford Road
San Marino, California 91108

Journal of Social History
University of California Press
2223 Fulton Street
Berkley, California 94720

Journal of Southern History
Southern Historical Association
Department of History
Tulane University
New Orleans, Louisiana 70118

Journal of American History
Organization of American Historians
University of Utah
Salt Lake City, Utah 84112

Society of American Archivists
American Archivist
The National Archives Bldg., Room 100
Washington, D.C. 20408

The Smithsonian Journal of History
Smithsonian Institution
Washington, D.C. 20560

Tennessee Historical Quarterly
Tennessee Historical Society
221 State Library and Archives Bldg.
Nashville, Tennessee 37219

William and Mary Quarterly
Institute of Early American History and Culture
P.O. Box 220
Williamsburg, Virginia 23181

Presbyterian Historical Society
425 Lombard Street
Philadelphia, Pennsylvania 19147

Tennessee Librarian
Tennessee Library Association
P.O. Box 120085
Nashville, Tennessee 37212

Southeastern Librarian Association
Editorial Office
Graduate School of Library and Information Science
University of Mississippi
University, Mississippi 38677